

State of California



Department of the Youth Authority

Open Nonpromotional Statewide Examination for  
**SUPERVISOR OF CORRECTIONAL EDUCATION PROGRAMS (PRINCIPAL)**  
**SUPERVISOR OF ACADEMIC INSTRUCTION, CORRECTIONAL FACILITY**  
**(ACADEMIC ASSISTANT PRINCIPAL)**

**Final Filing Date: September 30, 2004**

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**FINAL FILING DATE: September 30, 2004.** State applications (Form 678) must be postmarked by United States Postal Service no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will **not** be accepted.

**HOW TO APPLY:** State applications are available at Youth Authority offices and facilities; the State Personnel Board's Web site, [www.spb.ca.gov](http://www.spb.ca.gov); and at any of the Employment Development Department's field offices. Applications may be filed by mail or in person with:

Department of the Youth Authority  
Personnel Management Services Division  
4241 Williamsborough Drive, Suite 115  
Sacramento, CA 95823

**CROSS-FILERS TWO CLASSES:** You may file for both examinations on the same application. You will be scheduled **only** for the examination indicated on your application.

**QUALIFICATION APPRAISAL INTERVIEWS:** It is anticipated that the interviews will be held during November/December 2004. Competitors will be scheduled for only one interview. Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SALARY: Supervisor of Academic Instruction, CF:** \$4,853 - \$6,195; **Supervisor of Correctional Education Programs:** \$5,330 - \$6,805

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "either Pattern I," "or Pattern II," "or Pattern III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement. **Note:** Applicants who have the required credential must indicate their credential number and expiration date on their application.

**Supervisor of Academic Instruction**

Possession of a valid standard administration or supervision credential or a credential or life diploma of equivalent authorization issued under authority of the Commission on Teacher Credentialing. (Applicants who do not possess the required credential will be admitted to the examination, but must secure the credential before they will be considered eligible for appointment.)

**and**

Two years of administrative, supervisory, or academic teaching experience in the elementary or a secondary school system.

**Supervisor of Correctional Education Programs**

Possession of a valid standard administration credential or a credential or life diploma of equivalent authorization issued under authority of the Commission of Teacher Preparation and Licensing. (Applicants who do not possess a required credential will be admitted to the examination, but must secure the required credentials before they will be considered eligible for appointment.)

**and either Pattern I**

One year of experience in the California state service performing duties comparable to those of a Supervisor of Academic Instruction, Correctional Facility, or a Supervisor of Vocational Instruction.

**or Pattern II**

Two years of teaching experience in an elementary, secondary or higher school system, **and** two years of experience as a supervisor or an administrator in a school system.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.

**SPECIAL PERSONAL CHARACTERISTICS:** Willingness to work in a state correctional facility; tact; progressiveness; open-mindedness; patience; and neat personal appearance.

*(Continued on reverse.)*

## POSITION DESCRIPTION

### Supervisor of Academic Instruction

Under the direction of the high school principal within a Youth Authority correctional facility, provides leadership and day-to-day supervision of certificated and non-certificated education staff in a youth correctional facility; maximizes inclusion of students with special needs, including students in highly secured residential environments.

Positions exist throughout the state with the Department of the Youth Authority.

### Supervisor of Correctional Education Programs

Under the direction of a Regional Education Administrator, and in collaboration with a Youth Authority correctional facility Superintendent, plans, organizes and administers the Site Education Plan of a high school; supervises and provides leadership to assistant principals, certificated and non-certificated staff developing; and provides core education programs and supplementary services to middle school, high school, and post-secondary students. Develops and sustains delivery of educational services to students in varied degrees of secured facilities from classrooms to individualized instruction in highly secured residential environments.

Positions exist throughout the state with the Department of the Youth Authority.

**EXAMINATION INFORMATION:** The examination consists of (1) an evaluation of each competitor's experience and education as indicated in the state application and (2) a qualification appraisal interview. Competitors will be asked to appear prior to the scheduled interview. Each competitor will be allowed a specific period of time to study a set of predetermined questions and formulate responses. The responses will be presented orally to the panel during the interview. In addition, competitors may be asked additional questions during the interview. In order to obtain a position on the eligible list, a minimum of 70% must be attained.

**SCOPE:** In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, related to job demands, each competitor's:

### Supervisor of Academic Instruction

#### **A. Knowledge of:**

1. Principles, methods, and procedures of academic school organization and administration
2. Principles and practices of modern education, including remedial teaching techniques and the education of exceptional students
3. Principles and techniques of classroom instruction as applied to teaching in a state correctional facility
4. Purposes and organization of state educational programs and related agencies
5. Principles and techniques of educational and vocational guidance and counseling
6. Causes, extent, and treatment of crime and delinquency
7. Principles and techniques of clinical and child psychology and social casework
8. Principles of educational psychology and sociology
9. Principles of effective supervision
10. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

#### **B. Ability to:**

1. Plan, organize, and direct the work of others
2. Plan, coordinate, and supervise the academic and correspondence course programs in a state correctional facility
3. Develop and administer courses of study adapted to the needs of students
4. Administer and interpret standard psychological, personality, interest, educational, and aptitude tests
5. Keep records and prepare reports
6. Exercise fair but firm discipline
7. Analyze situations accurately and take effective action
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

### Supervisor of Correctional Education Programs

#### **A. Knowledge of:**

1. Principles, methods, and procedures of academic school organization and administration and ability to apply them to the educational programs of a correctional institution
2. Modern educational theory and practice
3. The problem involved in teaching students in correctional institution school programs
4. Academic and vocational subjects and their place and value in a rehabilitative educational program
5. Federal education grants and procedures
6. Principles and techniques of educational and vocational counseling
7. The attitudes, problems and behavior of persons under restraint
8. Modern principles and practices of correctional administration
9. Principles of effective supervision
10. Method of budget preparation and the purchasing of supplies and equipment
11. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment

#### **B. Ability to:**

1. Plan, coordinate, and supervise the academic and vocational programs in a state correctional institution
2. Develop and maintain courses of study adapted to the needs of youthful offenders
3. Interest and secure the cooperation of state and local agencies in academic and vocational training programs
4. Administer and interpret standard psychological, educational, and aptitude tests
5. Maintain fair and firm discipline
6. Secure the respect and cooperation of officials and students
7. Analyze situations and data accurately and take effective action
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

**ELIGIBLE LIST:** Names of successful candidates will be merged in order of final score into each list. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS' PREFERENCE CREDIT:** Veterans' preference credit will not be granted in this examination since it does not qualify as an entrance examination.

**CAREER CREDITS:** Career credits will be granted in this examination (refer to "GENERAL INFORMATION" for explanation).

GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of the Youth Authority, Personnel Management Services Division, Examination Unit, in Sacramento at (916) 262-1338, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice of oral interview or performance test** fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the entrance requirements stated on this bulletin** you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test and all candidates who pass will be ranked according to their scores.

**The Department of the Youth Authority reserves the right** to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi-departmental promotional; (4) servicewide promotional; (5) departmental open; and (6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and have a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

**Interview scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**Career credits:** In open, non-promotional examinations, career credits are granted to: (1) State employees with permanent civil service status; (2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position and (3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 351.3. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

**Policy of nondiscrimination on the basis of disability and equal employment opportunity statement:** The Department of the Youth Authority does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Information concerning the provisions of the Americans with Disabilities Act (ADA), and the rights provided thereunder, are available from the ADA Manager, Equal Employment Opportunity/Community Participation Office, 4241 Williamsborough Drive, Suite 201, Sacramento, CA 95823, (916) 262-1475.

**Appeal information:** You may file a written appeal to the State Personnel Board at P.O. Box 944201, Sacramento, CA 94244, to review your rating if you believe that the panel failed to follow prescribed standards or procedures or misinterpreted the minimum qualifications prescribed for the class; or if you can demonstrate that the rating was the result of fraud, or of discrimination within the meaning of Sections 19702 or 19703 of the Government Code, or of other improper acts or circumstances. ***The appeal must be filed within 30 days after the notice of examination results were mailed and must state the facts, information or circumstances upon which the appeal is based.*** Appeals are heard by the State Personnel Board in public hearings held in Sacramento, San Francisco and Los Angeles.

MISSION AND VALUES

**The mission of the Youth Authority** is to protect the public from criminal activity by providing education, training and treatment services to youthful offenders committed by the courts; directing these offenders to participate in community and victim restitutions; assisting local justice agencies with their efforts to control crime and delinquency; and encouraging the development of state and local programs to prevent crime and delinquency.

In order to enhance our ability to accomplish our mission, we have a shared set of values. **We value:**

- The worth of the individual:*** We treat all people with dignity, respect and consideration.
- People's ability to grow and change:*** We believe people have the ability to grow and change, and we provide the opportunity for them to do so.
- Staff as our greatest resource:*** We encourage staff to develop personally and professionally and to participate in decision-making.
- Ethical and moral behavior:*** We demonstrate a behavior which is fair, honest, and ethical both on and off the job.
- Citizen participation:*** We invite public involvement, support and assistance to plan, deliver and evaluate programs.
- Excellence:*** Our performance demonstrates a commitment to and recognition of quality, dedication and innovation.
- A safe and healthy environment:*** We believe that physical and mental health are important and our commitment is to provide a safe and secure working and living environment.

Department of the Youth Authority

Personnel Management Services Division  
4241 Williamsborough Drive, Suite 115  
Sacramento, CA 95823  
Telephone: (916) 262-1338  
Toll-free: 1-866-466-4CYA (4292)  
Web site: [www.cya.ca.gov](http://www.cya.ca.gov)

California Relay Service for the Hearing Impaired  
From TDD phone: 1-800-735-2929  
From voice phone: 1-800-735-2922

Recorded examination line: (916) 262-1328

